CTEIS

Assessment Analysis Report Instructional Guide

For Fiscal Agency

Authorized Officials

and

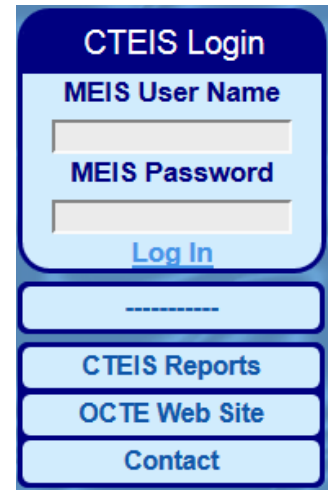**CEPD**

Administrators

December 2014

The CTEIS Assessment Analysis report contains valuable details regarding student assessment testing and is available to all Fiscal Agency authorized officials and CEPD Administrators. These district officials may use this report to view students who have taken a skill assessment test, to review official test scores, and to analyze breakouts of passing and failing scores.

To Access the Assessment Analysis Report:

Navigate to www.cteis.com and enter your MEIS user name and password into the panel at the top left side of the screen to login to CTEIS.

Depending on your role, locate either the **Fiscal Agent** or the **CEPD Admin** menu item within the left-hand navigation panel. Choose the **Assessment Analysis** option to open the appropriate report page.

On the Assessment Analysis report page, you will notice assessment data presented in a bar chart as well as a table. By default, the chart and table reflect information for all available buildings or fiscal agencies from the current year. You may view specific building or year breakouts by utilizing the drop-down selection menus at the top of the screen. Press the **Preview** button in the top-right corner to build the report with your selections in place.
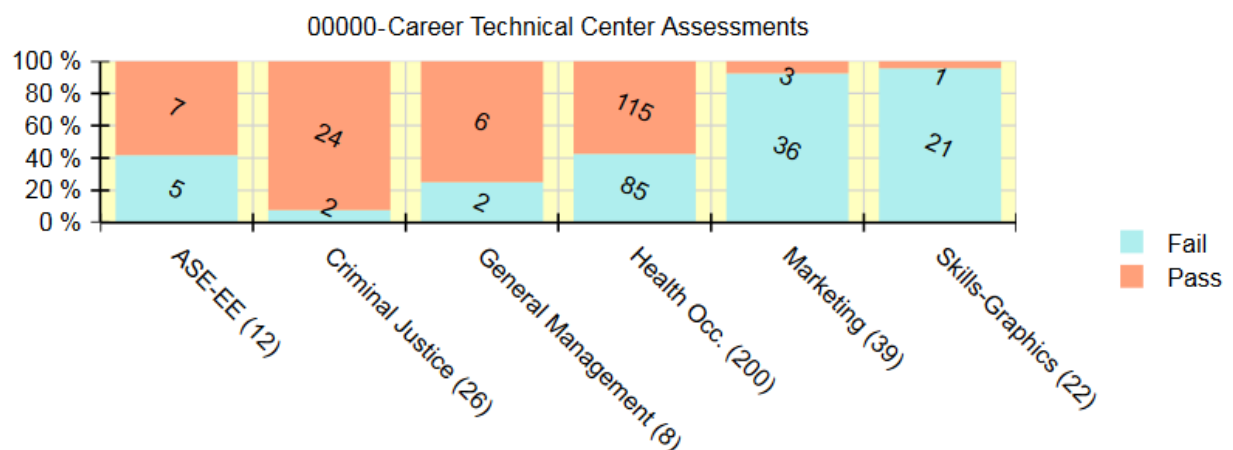
The Assessment Analysis Bar Chart:

Assessment information related to student passing and failing scores is displayed as a bar chart. All programs eligible for assessment testing appear as X-axis labels, with the total number of students assessed in each program following in parentheses. The percentage of students who received a failing score is indicated by blue shading, while the number of passing scores appears in orange. Numeric data labels appear on each bar to indicate the raw number of students who received passing and failing scores.
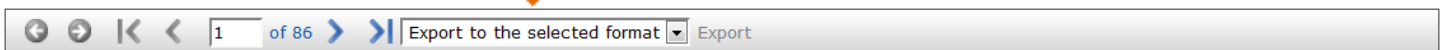
The Assessment Analysis Data Table:

The Assessment Analysis data table contains detailed student information and is organized alphabetically—first by building name and then by program title, two details that appear within the blue header bar. You may use the silver navigation toolbar at the top of your screen to browse the pages of your report, which includes the names of your assessed students followed by the raw score that student received, the date of testing, and an indication as to whether the student passed or failed his test.

Assessment Name:		General Management				
Region	CEPD	Building Name	Student	Score	Assessment Date	Pass/Fail
99	00	Career Technical Center	DEMUFNSONV, XEFFSIH C.	16.00	3/17	Fail
99	00	Career Technical Center	DNCARRD, MCEPWIK	24.00	3/17	Pass
99	00	Career Technical Center	FCUKIC, WIGO M.	24.00	3/17	Pass
99	00	Career Technical Center	HIYDUY, IGEY C.	25.00	3/17	Pass
99	00	Career Technical Center	MIDDIDIY, EWIJEYPIC T.	20.00	3/17	Pass
99	00	Career Technical Center	MUACPERI, MCEPWIK E.	19.00	3/17	Fail
99	00	Career Technical Center	NEOWWUAIFFI, TUY-WAN	22.00	3/17	Pass
99	00	Career Technical Center	PIFSICERI, FSUXED P.	17.00	3/17	Fail
99	00	Career Technical Center	QEGELLE, ZIFIC	19.00	3/17	Fail
99	00	Career Technical Center	RUEP, NUWOY	25.00	3/17	Pass
99	00	Career Technical Center	SECFAYR, LENSECK	25.00	3/17	Pass
99	00	Career Technical Center	VYORSF, TENUM F.	15.00	3/18	Fail
	Total:	12	Passed: 7	Failed: 5	Percentage Passed: 58 %	

The blue table footer section complements the information found within the Assessment Analysis bar chart. This area contains the total number of students assessed within a program, the number of individuals who passed or failed their test, and the percentage of students who received passing scores within the program.

Please keep in mind that the Assessment Analysis report is **NOT** designed to provide an estimate of Core Performance Indicator data (particularly CPI:2S1). The data on this report is based on raw Assessment Scores. It does not match the degree of qualification and unduplication used for Federal Reporting of CPI information.

Printing Your Reports:

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You can save or print a copy of each report for your records by using the **"Export to the selected format"** drop-down menu on the silver navigation toolbar. You may choose to export your reports into PDF, Excel, or Rich Text format, and you can save and print your reports by using the features within the corresponding software applications.